

# Job Sourcing

1. After the requisition has been approved, the job is ready to be posted. Click on the **Sourcing** tab from the Job Card.

**Office Services Specialist** View applications

**Position Info** Notes **Sourcing** Documents Reports

Team Link:  🔍 ✎  
No Team selected.

**REQUISITION INFORMATION**

Reason:  ▼

Position Title and Number:\*  🔍 ✎  
Details ▼

Working Title:\*

Requisition Number:   
System will automatically create a Requisition Number.

Role Title & Code:\*  🔍 ✎  
Role Title: Admin and Office Spec II ▼

2. Click the **Add Sourcing Channel** button.

**Office Services Specialist** View applications

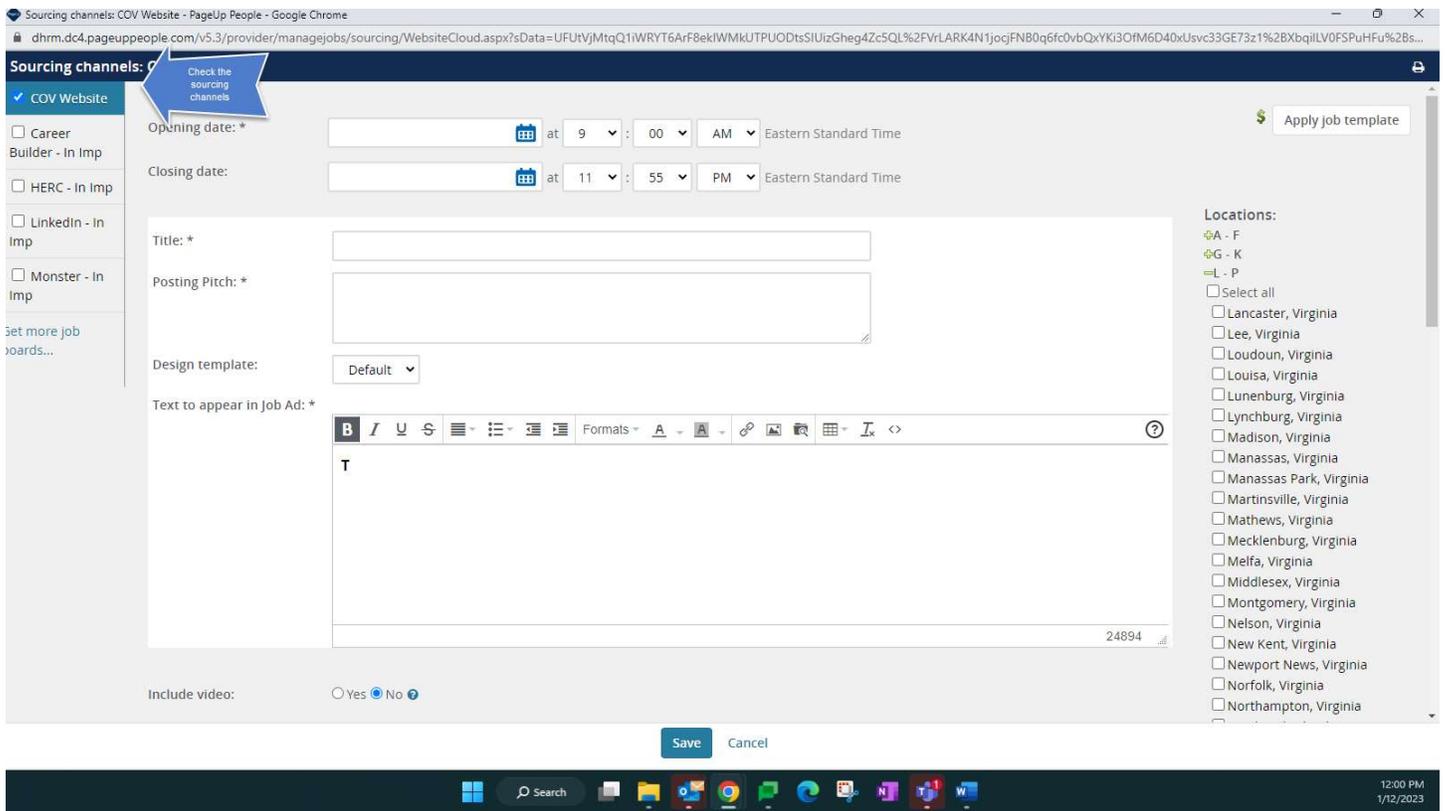
**Position Info** Notes **Sourcing** Documents Reports

**Add sourcing channels** Show advanced options

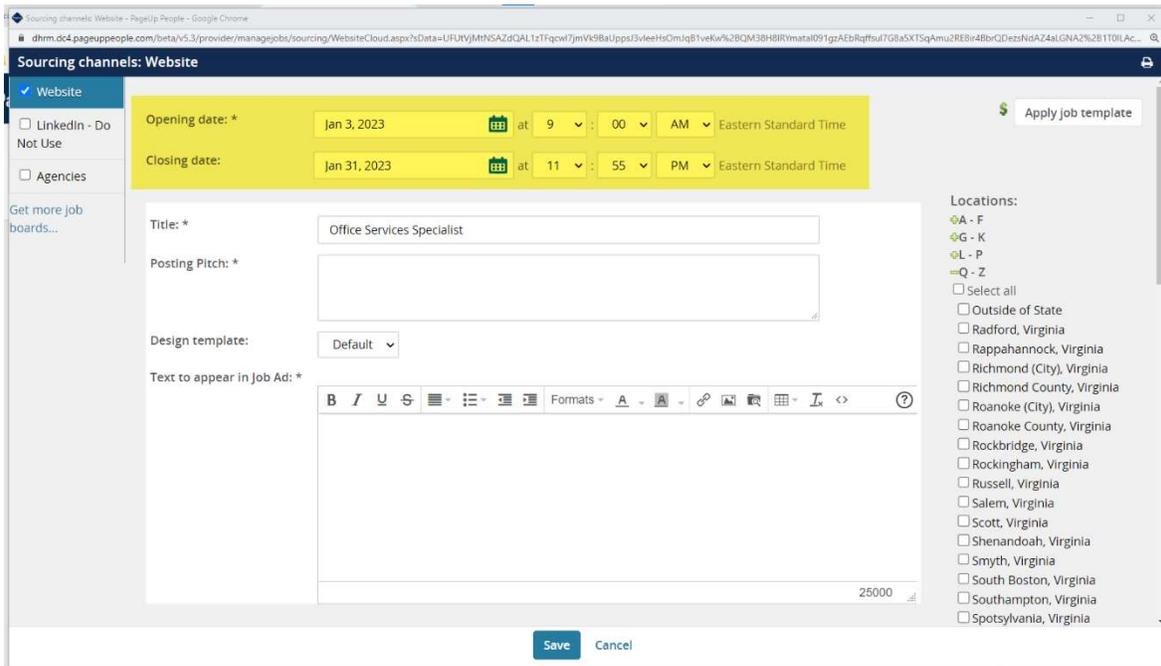
Source	Opening date	Closing date
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Notes:

3. In the pop-up window, select the relevant sourcing channel from the left panel. The main section of the window will display fields applicable to that channel.
  - a. **Note:** Click the check box, then ensure that the appropriate channel is highlighted.



4. Set an Opening / Closing date and time.
  - a. **Notes:** Each source can have a unique opening /closing date.
    - i. A Closing date and time is not mandatory on the website channel.
    - ii. It is possible to set a default opening and closing date for the job and a default application form by clicking Show advanced options. The defined default opening and closing dates and/or a default application form will then be applied automatically to every sourcing channel the job is released to.



5. Complete the main details in the “Center” area.

- a. **Note:** If this information was entered in when the job was created, it will automatically be copied into the sourcing description field. It can also be edited so that it is unique for each sourcing channel.
  - i. Job Title
  - ii. Posting Pitch
  - iii. Text to appear in Job Ad: A rich text supported field.

Sourcing channels: Website

Website

LinkedIn - Do Not Use

Agencies

Get more job boards...

Opening date: \* Jan 3, 2023 at 9:00 AM Eastern Standard Time

Closing date: Jan 31, 2023 at 11:55 PM Eastern Standard Time

Apply job template

Locations:

- A - F
- G - K
- L - P
- Q - Z
- Select all
- Outside of State
- Radford, Virginia
- Rappahannock, Virginia
- Richmond (City), Virginia
- Richmond County, Virginia
- Roanoke (City), Virginia
- Roanoke County, Virginia
- Rockbridge, Virginia
- Rockingham, Virginia
- Russell, Virginia
- Salem, Virginia
- Scott, Virginia
- Shenandoah, Virginia
- Smyth, Virginia
- South Boston, Virginia
- Southampton, Virginia
- Spotsylvania, Virginia

1 Title: \* Office Services Specialist

2 Posting Pitch: \* Come join our team!

Design template: Default

3 Text to appear in Job Ad: \*

**Title:** Office Services Specialist  
**Hiring Range:** Commensurate up to \$44,625  
**Agency:** Department of Juvenile Justice  
**Location:** WAYNESBORO CSC  
**Agency Website:** <http://www.djj.virginia.gov/>  
**Recruitment Type:** General Public - G

17831

Save Cancel

- iv. Include a video
- v. Application form: This will be prepopulated from the Job Card, but still editable IF application was customized.
- vi. Hidden Job: Posts job to career’s site but is not visible to any applicant without a link.

Sourcing channels: Website

Default

Text to appear in Job Ad: \*

**Title:** Office Services Specialist  
**Hiring Range:** Commensurate up to \$44,625  
**Agency:** Department of Juvenile Justice  
**Location:** WAYNESBORO CSC  
**Agency Website:** <http://www.djj.virginia.gov/>  
**Recruitment Type:** General Public - G

17831

4 Include video:  Yes  No

5 Application form: \* State Employment Application (Job - '4' Preview Customize for job

6  Hidden job (only visible when searched for by job number)

6. Define the following from the "Right" column:

- a. Location: Alphabetized by city
- b. Search Categories
- c. Work Types

The screenshot shows the 'Sourcing channels: Website' form. The 'Closing date' is set to 11:55 PM Eastern Standard Time. The job title is 'Office Services Specialist' and the posting pitch is 'Come join our team!'. The design template is 'Default'. The text to appear in the job ad includes: Title: Office Services Specialist, Hiring Range: Commensurate up to \$44,625, Agency: Department of Juvenile Justice, Location: WAYNESBORO CSC, Agency Website: http://www.djj.virginia.gov, and Recruitment Type: General Public - G. The right-hand sidebar contains filter options: Locations (A-F, G-K, L-P, Q-Z), Search categories (Ungrouped, Applied Sciences and Natural Resources, Audit and Finance, Educational and Media Services, Engineering (checked), Health and Human Services, Human Resources, Information Technology, Public Safety, Trades and Operations), and Work types (Select all, Faculty (Adjunct/ Wage), Faculty (Salaried), Full-Time (Salaried) (checked), Part-Time (Salaried), Quasi Full-Time (Salaried)).

7. Click Save.

This screenshot is identical to the one above, but with the 'Save' button at the bottom center highlighted with a red circle. The 'Opening date' is now set to 9:00 AM Eastern Standard Time. The 'Apply job template' button is visible in the top right corner.